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MEMORANDUM OF UNDERSTANDING OF ADDITIONAL POLICIES  
AND PROCEDURES FOR ADMINISTERING PROGRAM FOR  
CAREER DEVELOPMENT OF JUNIOR PERSONNEL

(Meeting of 1 July 1954)

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1. Agency Notice No. [ ] establishes a program for the career development of junior personnel and places certain responsibilities in the Assistant Director for Personnel, the Director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Notice, the AD/P and the DTR share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.

2. In consonance with the separate and joint responsibilities imposed upon us as the AD/P and DTR, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and liaison between our respective offices:

a. Junior Career Development Slots (JCS)

30 Junior Career Development Slots (JCS) will be available for consideration during the calendar year beginning with the date of initial selections by the Committee. Depending on the quality and availability of applicants, an attempt will be made to allot approximately one-fourth of these slots every three months of the year, but a proportionately greater number may be allocated in the initial selection of participants.

b. Selection of Participants on Quarterly Basis

The Committee for Career Development of Junior Personnel plans to meet quarterly to select individuals for participation in the Program.

c. Additional Factors for Selection in Program

(1) The following factors for selection will be observed in addition to those specified in [ ]

(a) Applicants who have not completed a training course in basic intelligence, such as NIC, will be required to take a course according to this schedule:

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Area of Participation  
According to Career Plan

Course

AD/I  
AD/P  
AD/A

HIC, Part II  
Operations  
HIC, Part II, or  
Operations, as appropriate

(b) In the selection of candidates preference will be given to Career Staff members. Other things being equal, preference should also be given to those approaching the upper limits of the age restrictions.

(2) The Junior Officer Training Division, Office of Training, (JOTD), and the Placement and Utilization Division, Office of Personnel, (PUD), will take into account other factors pertinent to the consideration of applications, such as a medical clearance for General Duty and an SI security clearance, when appropriate. Such additional factors must be approved by the AD/P and DTR.

General Procedures for Screening and Processing Applications

(1) PUD will receive all applications initially and will immediately forward a copy of the application to JOTD. PUD will review applications to determine that they fully comply with the requirements prescribed in [redacted]

[redacted] For this purpose, PUD will check the eligibility of each applicant for consideration and will contact the individual concerned and the appropriate official (or officials) to obtain any additional information needed or to check on any data requiring verification.

(2) PUD will acknowledge the receipt of each application and will advise the applicant in the acknowledgement or subsequent memorandum, as appropriate, concerning the status of the application.

(3) During each interval between quarterly meetings of the Committee, the Chiefs, JOTD and PUD, will screen all pending applications, arrange for testing of applicants, if appropriate, by the Assessment and Evaluation Staff, Office of Training, (AES), as appropriate, and then select approximately 32 candidates for initial review by the AD/P and DTR. From these candidates the AD/P and DTR will select approximately 16 individuals for assessment by AES.

(4) PUD will act as the general liaison with applicants and operating offices on matters pertaining to the processing, selection and rejection of applications.

(a) JOTD will advise PUD of the date and time for testing applicants and PUD will transmit this information to the individuals concerned.

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(b) PDB will notify all applicants who cannot be considered for selection at the next meeting of the Committee.

(5) Personnel designated by the AD/P and DTR will be assessed and evaluated on a comparative basis. Upon the conclusion of this process, the Chiefs, JCTB and PDB will jointly discuss all available information on each of the candidates assessed.

(6) The Chiefs, JCTB and PDB, will submit a memorandum to the AD/P and DTR containing recommendations on each individual assessed and a ranking of such personnel in order of preference for selection.

*d* Committee Action

(1) Upon receipt of these memoranda, the Committee will meet in a quarterly meeting and select a number of personnel, pursuant to 2A. above, for participation in the Program.

2A (2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating officials concerned, it will approve a final Plan and training program for the participant.

(3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon evidence and evaluations obtained in the highly selective and competitive process detailed herein.

(4) The Committee will interview each person who is assessed.

*d* Jurisdiction Over Participants After Selection

(1) OTR will have jurisdiction over and maintain liaison with participants in the Program.

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(2) OTR may initiate, after coordination with the Head of the Career Service concerned, promotion actions on participants pursuant to the provisions of [redacted]

(3) The DTR has discretion to terminate participants who fail to maintain a reasonable standard of performance and progress.

3. Based upon experience gained in the administration of the Program, the procedural elements contained in this memorandum are subject to alteration or refinement at any time by joint agreement of the undersigned.

Assistant Director for Personnel

Director of Training

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